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OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE 16

EMPLOYEE EMERGENCIES AND UNFORSEEN ABSENCES (HR 20-46)

1. If an employee is forced by unexpected circumstances to be absent from duty, he must make every effort to notify the office within the first two hours of the first day of absence. If notice must be given outside work hours, the report shall be made to the Night Security Office, extension 6161.

2. When an employee is absent for more than two hours without explanation, his supervisor shall try to get in touch with him by telephone and, if unsuccessful, shall make every other reasonable effort to locate the absent employee. If the supervisor fails to reach the employee within four hours after the beginning of the unexplained absence, the matter will be reported through administrative channels to the Office of Personnel or to the Night Security Office.

3. When an employee is involved in any emergency situation listed below, the emergency shall be reported immediately to the Chief, Benefits and Counseling Branch, Office of Personnel, extension 6081, or during nonwork hours, to the Night Security Office, extension 6161.

a. Any medical emergency such as serious illness or injury.

b. Death of an employee.

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c. Any circumstance which requires the Agency to contact the employee's emergency addressee or which requires more than routine supervisory action.

4. The Employee Activity Branch, Office of Security, shall be notified when an employee is involved in legal proceedings which may result in subpoena, police detection, trial, or publicity.

5. Each employee shall brief a member of his family or a close associate concerning these requirements with the request that notice be given promptly on his behalf in the event that he is unable to do so.

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Administrative Officer
Office of Research and Development

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